

NOTICE

There is a job vacancy with the **BAY COUNTY DIVISION ON AGING**.

JOB TITLE: Bulk Delivery/Home Delivered Meals Driver

RATE OF PAY: \$9.88 per hour entry level, progressing to
\$11.41 per hour after 6 years (TS03)

Part-time position; up to 18 to 23 hours per week (subject to change), limited benefits

GENERAL SUMMARY: Under the direct supervision of the Home Services Manager, delivers cooked and uncooked bulk food to kitchens and meal sites. Delivers home delivered meals to home-bound seniors. Picks up products such as foods and operating supplies at various local vendors for the Senior Meal Program, and delivers supplies to the various locations. The position requires lifting and transferring capabilities, and reading skills to identify labels on food cambros. This position also assists in the transfer of vehicles for service and provides minor janitorial work. Transfers mail to sites/kitchen and office.

TYPICAL DUTIES:

1. Pick up supplies as needed, and deliver to the dining centers, office or kitchens.
2. Provide rides to drivers to/from service centers who have vehicles in for service.
3. Return empty cambros/pans to the central kitchen at the beginning of each work day.
4. Pick up other food products and packages as directed.
5. Deliver mail and paperwork to the dining centers and staff on the delivery route and return site mail to the office.
6. Load the cambros of hot food and coolers of cold food, bread, etc. for dining centers and individual meals for home delivered meal clients.
7. Load empty cambros and pans from each dining center into van for return to central kitchen.
8. Wipe down tables and assist in moving tables and chairs when necessary.
9. Mop kitchen floors when assigned maintenance staff are not available.
10. Clean van, cambro units, coolers and ovens on a regular basis.
11. Complete all daily log sheets as needed.
12. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
13. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: Must possess a valid driver's license with good driving record. Must be able to read maps and follow routes. Must be suited to deal effectively with home-bound seniors. Basic reading, math, and communication skills needed. Must be able to do minor van maintenance. Applicants may be required to take written and/or other examinations.

PHYSICAL REQUIREMENTS: This position requires sitting, being mobile, bending and/or standing for significant periods of time. Applicants must be able to lift and transfer heavy containers of food, up to and occasionally more than 50 pounds with or without reasonable accommodations. Job requires some stair-climbing when making meal deliveries.

Make application online at www.baycounty-mi.gov or at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, Michigan 48708-5121 no later than **4:00 p.m Friday, April 29, 2011.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."